

# MAIN HRS

## *DCDS Reports*

---

### **Employee Reports - E** **HR-310 - Activity Usage Report**

---

|                      |  |
|----------------------|--|
| <b>Purpose:</b>      | The Employee Activity Usage report provides detailed information on a single employee's or agency activity for a pay period. The minimum data required to be entered is department, agency, and TKU.   |
| <b>Frequency:</b>    | As requested (after timesheets for the requested pay period have been saved or submitted). If requested before timesheets have been saved, fields will be blank.   |
| <b>Distribution:</b> | The report is available to DCDS users who have been granted the appropriate security.  |
| <b>Sequence:</b>     | Department, Agency, TKU, Employee Name   |
| <b>Media:</b>        | Displayed on-line or the report may be printed.  |
| <b>Retention:</b>    | Per Department Policy. Information is available on-line for one fiscal year.   |
| <b>Information:</b>  | <p>A. The Employee Activity Usage report is accessed through the <u>R</u>eports, Employee Data Collection <u>E</u> - Activity Usage items on the menu.</p> <p>B. The following detail is displayed:</p> <ul style="list-style-type: none"><li>■ Activity</li><li>■ Pay Period (PP) Total</li><li>■ Hours for each day of the pay period</li><li>■ Weekly Total</li></ul> |

---

*State of Michigan*

---

Issue Date: **March 26, 2001**

Page: **1**  
Section 16.13: **Employee**  
**Activity Usage Report**

# MAIN HRS

## *DCDS Reports*

---

### **Information:** *(Continued)*

- Coding Block Elements
- Date
- Location
- Sub Location
- Recipient
- Work Request Number
- Equipment Number
- Commodity ID
- Quantity
- Comments
- Pay Period (PP) Total
- Summary Total (Sum Tot)
- Weekly Total
- Submitted By
- Date Submitted
- Approved By
- Date Approved

C. Total hours are provided for the employee for the pay period.

---

---

*State of Michigan*

---

Issue Date: **March 26, 2001**

Page: 2  
Section 16.13: **Employee**  
**Activity Usage Report**

# MAIN HRS

## *DCDS Reports*

---

The screenshot shows a Windows-style application window titled "DCDS 32 - [Report Request]". The menu bar includes "File", "Edit", "Options", "Functions", "Params", "Reports", "Window", and "Help". The main area is titled "Employee Activity Usage" and contains several input fields with dropdown arrows:

- Department: 59
- Agency: 01
- TKU: 600
- PP End Date: 10/16/99
- SSN: 590102218

At the bottom right of the main area are two buttons: "OK" and "Close". The status bar at the very bottom of the window displays the word "Ready".

### **Report Request Screen**

To display the Report Request screen for the Employee Activity Usage report, select the Reports menu item from the Menu bar and click on the Employee Data Collection menu item. From the cascading menu, click on E - Activity Usage menu item.

The Report Request screen allows users to enter the appropriate criteria to request Employee Activity Usage Report.

The user's Department, Agency, TKU, SSN and the current Pay Period End Date display. To display information for a previous pay period end date, enter or select the appropriate pay period end date. When the appropriate information has been entered, click the OK button.

The Report Pre-View screen displays the report on-line for the employee. The printed report is displayed on the next page.

---

*State of Michigan*

# MAIN HRS

## DCDS Reports

### HR-310 - Employee Activity Usage

HR - 310

MAIN HUMAN RESOURCE SYSTEM  
ACTIVITY USAGE REPORT

RUN DATE: 10/09/1997 07:32:32  
PAGE 1 OF 1

DEPARTMENT: 59 DEPARTMENT OF TRANSPORTATION

PAY PERIOD END DATE: 09/06/1997

AGENCY: 01 CENTRAL OFFICE

PAY PERIOD NO: 19

TKU: 601 CLIO PROJECT OFFICE

NAME: CHARLEY, BARTON E

SSN: 590-10-1910

APPOINTMENT DATE: 01/19/1981

ACTIVITY

| <u>PP TOTAL</u> | <u>S</u>       | <u>M</u>   | <u>T</u> | <u>W</u>     | <u>TH</u> | <u>F</u>   | <u>S</u>       | <u>WEEKLY TOTAL</u> | <u>S</u>   | <u>M</u>   | <u>T</u>            | <u>W</u> | <u>TH</u> | <u>F</u> | <u>S</u> | <u>WEEKLY TOTAL</u> |
|-----------------|----------------|------------|----------|--------------|-----------|------------|----------------|---------------------|------------|------------|---------------------|----------|-----------|----------|----------|---------------------|
| <u>AY</u>       | <u>INDEX</u>   | <u>PCA</u> |          | <u>GRANT</u> | <u>PH</u> | <u>AG1</u> | <u>PROJECT</u> | <u>PH</u>           | <u>AG2</u> | <u>AG3</u> | <u>MULTIPURPOSE</u> |          |           |          |          |                     |
| SALT            | Salt Dispersal |            |          |              |           |            |                |                     |            |            |                     |          |           |          |          |                     |
| 12.00           |                | 8.00       | 4.00     |              |           |            |                | 12.00               |            |            |                     |          |           |          |          | 0.00                |

| <u>COMMENTS</u> | <u>DATE</u> | <u>LOCATION</u> | <u>SUB LOCATION</u> | <u>RECIPIENT</u> | <u>WORK REQUEST</u> | <u>EQUIPMENT NUMBER</u> | <u>COMMODITY ID</u> | <u>QUANTITY</u> |
|-----------------|-------------|-----------------|---------------------|------------------|---------------------|-------------------------|---------------------|-----------------|
|                 |             |                 |                     |                  | <u>NUMBER</u>       |                         |                     |                 |
| MON             | 08/25/1997  | 5263            | 02                  |                  | 8999                | 10923                   | SPRING              |                 |

|           | <u>S</u> | <u>M</u> | <u>T</u> | <u>W</u> | <u>TH</u> | <u>F</u> | <u>S</u> | <u>WEEKLY TOTAL</u> |
|-----------|----------|----------|----------|----------|-----------|----------|----------|---------------------|
| PP TOTAL: | 0.00     | 8.00     | 4.00     | 0.00     | 0.00      | 0.00     | 0.00     | 12.00               |
| SUM TOT:  | 0.00     | 0.00     | 0.00     | 0.00     | 0.00      | 0.00     | 0.00     | 0.00                |

SIGNATURE

SUBMITTED BY: T\_DEPT99

DATE SUBMITTED: 10/08/1997

APPROVED BY:

DATE APPROVED:

State of Michigan

Issue Date: March 26, 2001

Page: 4  
Section 16.13: Employee  
Activity Usage Report